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ABSTRACT

This report describes the principal problems connected with the registration of documents in the current national bibliography (CNB) of the socialist countries, particularly the Soviet Union, the German Democratic Republic, Bulgaria, and Poland. Sections detail the following: (1) definition of CNB, (2) coverage of CNB, (3) the dynamic model of CNB, (4) levels of the model, (5) principles of coverage, (6) exteriorica, (7) principles of document selection, (8) registration of documents included in the model of CNB, (9) new editions, (10) microforms, (11) the table of the model, and (12) suggestions for further development of the model. References are included. (FM)

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The dynamic model of a coverage of the current national bibliography

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The Dynamic Model of a Coverage of the Current National Bibliography

C.N.B. = Current National Bibliography

1. Introduction

Problems of the selection of documents for the registration in the current national bibliography emerged in the last years as the most important issues in the theory and practice of C.N.B both in the national and international scale. One could quote here a number of speeches delivered during IFLA sessions, e.g. speeches by M. Line, K. Zotova, J. Lunn /39 Session, Grenoble 1973/; R. Cheffins, R. Cybulski, M. Beaudiquez /42 Session, Lausanne 1976/; M. Beaudiquez and M. Line /43 Session, Brussels 1977/[1]. The necessity of discussing these problems was indicated in the main speech delivered at the International Congress for National Bibliographies /Paris, 1977/[2]. Besides, the materials were published giving a relatively true picture of the contemporary C.N.B. and a survey of basic categories of documents it registers, e.g. "Synoptic tables concerning the current national bibliographies", "Les services bibliographique dans le monde". /1970 - 1974/[3].

At the beginning of 1975, as a result of the international cooperation of the socialist countries, a working group was appointed to investigate these problems.

The members of the group are : Natalia Gruzinskaja /from the Soviet Union/, Werner Bergmann /from German Democratic Republic/, Kremena Zotova /from Bulgaria/ and Radosław Cybulski /from Poland/. The group has prepared several documents so far[4]. The last of them was discussed in the Section for Bibliography during the 44 Session of IFLA /Czekoslovakia 1978/. Since the instructions[6] of the Congress on National Bibliographies defined the supplementary categories of documents which should be included in CNB apart from the accepted minimum, the Section on Bibliography enjoined the working group for the further activity in this field. Because the UBC office has issued a special instruction concerning the coverage of documents in CNB, this article is aiming only at the presentation of principal problems connected with the registration of documents in CNB.

2. Current National Bibliography

We find it necessary to specify the very term "current national bibliography". In its widest mesning, the term implies chronological, sequentially formed and complete output of bibliographic descriptions of all new documents issued in one country and registered in bibliographic bulletins or in some other documents including also machine-readable information carriers /of various frequencies/ published by one or several official institutions which get copies of documents on a basis derived from legal deposit laws.

Official institutions are not only national bibliographic agencies but also other institutions which publish the primary information concerning particular types of documents, especially theses, standards and patents. A similarly wide interpretation of CNB was accepted in "Synoptic tebles concerning the current national bibliographies" and in "Les services bibliographiques dans le monde /1970 - 1974/".

3. The Coverage of CNB

There are no international standards for the range of the categories of documents in CNB and thus they differ considerably in various countries. The differences arise from the particular aims and tasks which any bibliographic agency has to cope with. These, in turn, depend on the organization of bibliographic activities and especially on legal deposit laws which are specific for each country. It should be emphasized, however, that providing primary bibliographic information in a national scale always remains the principal task of CNB.

Program of UBC, aiming at the perfection of the international exchange of bibliographic information must not interfere into this basic principle of CNB. Thus, the internationally accepted standards for the range of CNB should be the most general so that they can cater for the specific model of all CNB.

4. The Dynamic Model of CNB

The Congress on National Bibliographies in 1977 established only three basic categories of documents which should be covered by any CNB in its minimum program : monographs, the first issues and title changes of serials, and official publications.

In our opinion, this program fails to meet the needs of bibliographic exchange and does not allow for the further development of CNB. We presume that the present rapid progres of means and forms of information makes it necessary to accept a dynamic model of a coverage of CNB. This prospective model of selection of documents for registration in CNB should enable successive recording of the entire national production of documents.

Our dynamic model of development suggests four levels of range which may be realized successively. The first level represents the minimum accepted at the Congress and the next three gradually widen the scope of CNB with various categories of documents which supply priority information. Through the completion of the last level any CNB can achieve the maximum in the international scale. It should be explained here that the optimum international program does not always agree with the most favourable national development since the latter is much more exhaustive. This program is not also capable of the maximally complete registration of all categories of documents what is illustrated by a teble below:

Table 1

National production of documents					
The scope of CNB					
Prospective model of scope /the international scale/				Supplementary scope /national scale/	
1st level	2nd level	3rd level	4th level	exteriorica	other types of documents
↓ the minimum in the international scale			↓ the maximum in the international scale		↓ the maximum in the national scale complete registration of all categories of documents

5. The Levels of the Dynamic Model of CNB

As it has been mentioned the prospective model of the scope of CNB consists of four levels. Each level, in turn, contains several categories of documents. The sequence of levels and the sequence of particular items within each level represent the succession in which they are being included in CNB.

In the following list categories of documents are presented horizontally within respective levels, though it is difficult to decide on a priority of any category.

Levels of a dynamic model of a coverage of CNB

1st level - minimum

Monographs

First issues and title changes of serials

Government publications

2nd level

Theses

Maps

Notes /Printed music/

Engravings

reproductions of art

standards

patents

3rd level

Conference papers

Research reports

Records
Video-records
cassettes
} music recorded

full registration of serials

articles within scientific serials /collective works/

4th level

Articles within other serials /popular - science, newspapers,

Trade literature

Works in braille

Our suggestion is to use a term "document" here which has already been accepted in the information systems apart from the fact that it is also used for the administrative, legal and historical original documents. It is very difficult to establish what a "published document" really is. Its formal features are not sufficient to work out a full definition. The best example here is that of theses and research reports which, though they are not published in the traditional meaning of the word, must be covered in the current bibliographic information available for the readers.

So far there is no satisfactory definition of a term "published document". It seems useful to delineate the most important characteristics of this term. In our opinion, a "published document" is any document which is multiplied in a definite number of copies, readily identifiable and assigned for a propagation among a definite sort of users. In some cases it is not a number of copies that matters but forms of availability provided by definite institutions /libraries/. Hence our suggestion is not to use a term "a half - published document" since it makes the term "published document" still more vague.

8. Principles of Coverage

The Congress on National Bibliographies acknowledged that the main principle of the registration of documents in CNB is the

state - territory principle, i.e. the complete registration of all types of documents published in the given country. If this principle is accepted, one should specify a place of publication of certain types of documents:

- Publications issued by diplomatic and official institutions abroad should be considered as published on the territory of the country which these institutions represent and not as foreign publications.
- Documents published by the printing establishments in one country and ordered by another country /produced without any intellectual contribution of the former /should be considered as published in the mother - country of a publishing house.
- Publications prepared by two or more editors from various countries should be regarded as published simultaneously in each of these countries.
- Publications prepared by authors /individual or collective/ coming from various countries should be regarded as published in the mother-country of a publishing house.
- Articles/papers/and other materials from international congresses, conferences etc. prepared by the authors from various countries should be regarded, irrespective of the place where they were printed, as published by a country which a congress has been organized.
- Publications of international and intergovernmental organizations /as long as they are not covered by a special bibliographic registration/ should be considered as published in the country which houses the given organization.

All documents published within the country, irrespective of their language or alphabet, should be included into the CNB on equal conditions.

On the other hand, it should be stressed that full registration in CNB within the territory of the given county, is always relative. Even the most complete CNB does not cover secret or official documents.

9. Exteriorica

Since the state - territory principle is the basis for registration of documents in CNB, the question arises whether certain documents of a national concern, which are published abroad, should be covered in CNB.

They are usually included in three following cases:

- documents which refer to the given country, irrespective of the language and nationality of the author.
- documents of native authors published abroad - both originals and translations.
- documents published abroad in a native language irrespective of the nationality of the author.

As it was decided at the Congress on National Bibliographies all those documents may be registered in CNB under the permission of a national bibliographic agency. All such documents, however, should be made easily distinguishable - by any sign - from native production. For those reasons, exteriorica are not included into the dynamic model of CNB in the international scale.

10. Principles of selection

10. 1. Criteria of content

The seclection in CNB is the undeniable necessity, especially in the countries with the abundant publishing output. It is quite often underlined that the principles of selection should be formal so that they may be easily followed. It would be agreeable to formulate and accept only formal principles of selection. Unfortunately, it is both impossibe and undesirable, since CNB should basically reflect not the printing production of the whole country but its thorough intellectual development presented by all the possible means of recorded information. This obviously indicates that contents of a document is of a primary importance in the registration in CNB.

Also M. Line[8] favoures contents as a main criterion for stocking in libraries, paying also attention to the social demand for a document and its utilization by the users /i.e. whether the content promotes lasting social interest/.

The inclusion of scientific and literary documents into CNB should be based on their content, irrespestive of the way they are printed, their extent, printing shape or limited impression /e.g. conference materials, research reports, literary productions in small number of copies/. This very criterion of content, if accepted, excludes from CNB all documents of short - term validity, e.g. advertising publications or ephemera.

Another criterion for selection of documents for CNB, which also does not have a formal character, is the assignment

of documents. According to this criterion, following sorts of documents should be excluded from registration:

- documents assigned for the inner circulation within the given institution /if they are not of a scientific or literary character/
- documents assigned for temporary use /e.g. projects, pattern - volumes/
- documents assigned for practical use, i.e. those which change their forms in the course of being used /e.g. calendars, children's painting books or paper cut - out books, contour - maps.
- documents assigned for local use which usually double publications issued in a national scale or which meet a specific local demand for information.

Each national agency should determine which institutions or territorial units in the state hierarchy system should be considered local.

10. 2. Formal criteria

Below we discuss the application of formal criteria in CNB:

- Volume and edition of a document. These criteria should be always treated as supplementary to those of subject - content and assignment of a document. In this respect each national agency should determine categories of documents which may not be registered if they do not reach a definite limit of pages and copies in an edition. This cannot refer, however,

- Price of a document. This criterion should not be used at all with the exception for some categories of documents which are distributed free of charge what indicates their local or propagatory assignment.

- Printing method. This criterion does not longer enjoy the importance which it had in the beginning of this century. Rapid development of the non- printig methods of multiplying documents was caused by the necessity of the quick spread of scientific and technical information, i.e. mainly those documents which contribute to the intellectual development of the country.

With certain categories of documents the printing method and especially the use of non- printing multiplication methods may imply a short - term validity of a document or its local assignment.

11. The Registration of Documents Included in the Dynamic Model of CNB.

The dynamic model of CNB is supposed to be realized gradually. On the basis of the presented criteria of subject-content and form, either the entire material or its chosen items may be registered. Various categories of documents are presented below in a suggested four-levelled model pattern. Each category is defined so that terminological ambiguity can be avoided.

11.1. First Level of the Dynamic Model of CNB - - minimum.

Monographs /non- periodical publications with a text or

illustrations, perceived by reading or immediate looking, in one or several connected volumes/.

Selection in this category of material should be always based on the criteria of both a subject - content and a form. Following sorts of publications should not be included:

- material assigned for advertising purposes if it does not contain serious scientific and literary texts and is distributed free of charge.
- ephemera /catalogues of exhibitions, directories etc./
- projects and pattern- volumes.
- painting and paper cut - out books
- publications below a definite limit of extent or impression /with the permission of a national bibliographic agency/ on the condition that they do not contain literary or scientific texts.

<u>First issues and title changes of serials</u>

/publications issued in successive parts, usually with a serial number or a mark of frequency, intended for continuous publication/.

Following items should be excluded:

- publications assigned for the inner circulation within a particular department or institution, /e.g. school or factory newspapers, bulletins of departmental information/;
- local /municipal/ authorities publications which usually double the national government's information issued by central authorities.
- material of short - term validity; i.e. serial advertisin

publications /catalogues, prospectuses, informators/ or ephemera /time - tables, price - lists, press releases, stock - lists/.

Government publications /non-periodicals or periodicals/ published on behalf - or for a request - of central or municipal authorities, usually of a legal, standardizing or informative character.

Selection in this category should come under two aspects:

- a position of an institution within political and administrative hierarchy of the country. The dynamic model of CNB suggests a gradual inclusion of these documents ; first will come those of central authorities and then - on the successive levels of the model and with the permission of a central bibliographic agency - those issued by local authorities. Documents published by the lowest authorities can be excluded.
- a subject-content. It should be stressed that the organization of a contemporary society has produced a specific type of documents which are published in the established order /e.g. a plan, plans for activity, a report, a resolution/. For a user of those documents CNB is not a source of information, hence they can come under a very sharp selection depending on a character and activities of the institution which is publishing them. Besides, especially recommended is the exclusion of documents of short term validity /a month, half a year or a year/.

11.2. Second Level of the Dynamic Model of CNB

Theses /scientific theses, presented according to the previously established procedure in order to obtain a scientific degree/.

In this category, selection of any kind is not advisable. CNB should cover typewritten copies of dissertations deposited and available in the appointed libraries.

Maps /documents conventionally presenting, in the diminished scale, a fragment of space with physical and geographical data or with some other facts or phenomena/.

Following items may be excluded:

- working maps /metheorological, geodesic, nautical maps/
- sketch - maps for didactic purposes;
- maps of short term validity /e.g. tourist, advertising etc./

Globes and relief maps, as specific cartographic three-dimensional materials, may be registered together with maps if such is a decision of a national bibliographic agency.

Printed music - music printed with or without a text.

National bibliographic agency should determine, following previous practice and demands of users in the given country, what sorts of printed music material may be excluded from CNB. Our suggestion is not to include music printed for one music group only and prints recording popular compositions.

Engravings - publications which present an original piece of art in the printed form.

Art reproductions - publications rendering mechanically original artistic pieces.

Selection here comes under two aspects again.

- a physical form of a document. In this respect, the CNB model suggests again a gradual inclusion. First will come engravings and reproductions which form a uniform collection in any coverage, i.e. published as independent editorial and commercial units. Engravings and reproductions on separate pages, irrespective of size, may be included on the next level.

Post - cards with reproductions of art should not be included.

- a number of engravings in an edition. If a number of engravings in an edition goes beyond certain definite limit, they are not longer treated as original pieces of art but as ordinary publications. The limit is established by a national bibliographic agency, according to the principles of the author's right protection.

Standards - compulsory requirements and definitions of elements and properties of products, working methods and time - limits previously approved in the procedural way from the point of view of their unification.

Patents - deseriptions of inventions approved in the procedural way, intended to acknowledge the invention and to protect author's rights.

Standards and patents should be covered fully either in CNB or in some other specialist information services.

11.3. Third Level of the Dynamic Model of CNB.

Conference papers /materials for discussion, assigned for participants of a conference/.

Research reports /reports of scientific research together with results. These may be final reports with conclusions/. Conference papers research and research reports should be registered without exceptions, irrespectively of their size, edition, printing method and graphical lay-out, either in the basic service or in some other specialist information services. Even if a collective edition of conference materials is planned, it should not influence the present decision of registration.

Records - discs made of plastic with recorded music, assigned for reproduction with a record-player.

Videorecords - discs made of plastic with recorded video-signals, with or without sound, assigned for reproduction with a properly adjusted TV set.

Cassettes - magnetic tapes with recorded sound signals, assigned for reproduction with a cassette tape-recorder.

In registration of audiovisual materials, two factors should be taken into account:

- if these documents are treated as information carriers, it is desirable to include long-lasting audiovisual documents such as records, videorecords, cassettes.

Therefore sound post-cards, which quickly get exhausted should be excluded.

- artistic value. Each national agency can determine which sound or visual records lack definite artistic qualities and as such may be excluded from CNB.

Complete registration of serials /see definition on page 13/

Complete registration of serials does not imply a lack of selection but a supply of full information concerning all changes occuring in serials in the given time /number of issues, supplements, chnges in bibliographic data etc./ Inclusion of first issues and title chnges of serials only does not satisfy the present needs in a both national and international scale. Thus minimum information about serials on the first level should be expanded on the third level.

Articles in scientific serials ./independent scientific contributions published in a serial which is issued by a scientific institution or organization/.

Since the principal function of CNB is to provide complete information about intellectual development of the given country, articles should be also included, especially those coming from scientific serials. Three variants may be accepted here:

- registration of articles within all scientific serials
- registration of articles and scientific serials which are not covered by the international information service /abstracts/
- registration of articles within serials in the field

of humanities only as these are most immediately connected with the development of national science and art.

A national bibliographic agency should determine the optimum variant for the given country considering the number of published articles, general popularity of a language of the given country and demands of users.

11.4. The Fourth Level of the Dynamic Model of CNB.

Articles within other serials /independent pieces of journalism or popular science, published in newspapers and magazines/

It is suggested that on the fourth level of the model of CNB the registration of articles can be extended. Registration of articles within non-scientific serials may be considered under two aspects: from the point of view of a source of articles and from the point of view of their character. In the first case there are three possibilities:

- registration of articles in non-scientific serials;
- registration of articles in non-scientific periodicals and some chosen newspapers;
- registration of articles in some chosen non-scientific periodicals.

As far as character of articles is concerned, there are two possibilities:

- registration of articles irrespective of their character;
- registration of articles of a general character, assigned for wide audiences.

A national bibliographic agency should again establish the most favourable variant, considering both a number of published articles and demands of users.

Trade literature /publications issued by industry and trade organizations in the course of their business - catalogues, prospectuses, instructions of assembly and repairs of machines, designs of products, etc./ These documents are usually considered as materials of short - term validity or ephemeral significance. But still they are considerably important for the development of technics, industry and trade. Since the output of these publications is quickly increasing, the registration is always selective. Exact determination of categories which come under registration depends on demands of users and especially on the organization of acquisition of such documents in technical libraries in the given country.

Works in braille /texts recorded in a relief printing technique. Information may be perceived by touch/. Selection in this category of documents is undesirable since they are usually sparse in number and challenged nowadays by "talking books" /audiomaterials/

Posters /picture publications, usually with a short text/

There are again two possible criteria for selection:

- assignment. Posters which are supposed to circulate within one institution /e.g. hospital, schod/ may be excluded.
- artistic value. Those which are artistically worthless may be excluded.

Films /movable pictures, recorded on a cinematographic tape, reproduced on the screen by the cinema apparatus/.

Considering the thorough film production of a country, a national bibliographic agency can exclude from registration films of short - term validity /e.g. advertising/ or those which lack artistic value.

12. New Editions

A new edition is any successive edition of a previously published document both without any changes and with changes in a subject-content, a form or assignment.

There are opinions that CNB should not register second editions of documents since they do not carry any new information. The registration, however, seems indispensable from the point of view of demands and interests of users. It is also useful for the full characterization of a publishing policy of the given country.

Especially subject changes in new editions should be registered /e.g. shortenings, new versions/. Then partial or complete changes in the lay-out should be included /e.g. a title page, a cover, size extent etc./
Each national bibliographic agency should decide whether it is necessary to include into CNB stereotype editions in which only a year of issue is changed.
Some sorts of new editions may not be included, e.g:

- reprints of official publications, issued by the lowest local authorities, assigned for local needs;
- offprints of articles in serials or fragments of books, issued without any additional publishing form /e.g. a new title-page or separate page - numbering, and usually assigned for distribution by the author himself. Each bibliographic agency should decide which preprints are important for scientific research and thus should be registered;
- copies /photocopies, xerocopies/ of previously published documents, assigned for individual persons or for particular purposes of libraries.

13. Microforms

A very quick development of microforms of documents makes it necessary to cover them in CNB. Most frequently the information carried by microforms is not original.
The use of microforms, however, facilitates the access to many original documents and protects them from damage.

For those reasons, registration of microforms in CNB is recommended. Microforms produced for individual users or for particular needs of libraries should not be registered.

14. The Table of the Dynamic Model of CNB

The table below fully illustrates the principles of CNB dynamic model, i.e. all levels with respective categories of documents are presented successively. Registration is also characterized as either full or selective.

Table 3

Level of coverage	Types of document	Character of registration
1 Minimum accepted at the Congress on National Bibliographies	Monographs /including new editions and microforms/. First issues and title changes of serials. Government publications	Selective
2	Theses	full
	Maps Printed Music Engravings Reproductions of art	Selective
	Standards Patents	full

Level of coverage	Types of documents	Character of registration
3	Conference papers	full
	Research reports	
	Records	selective
	Videorecords	
	Cassettes	
	Expanded registration /with microforms/ of serials	
	Articles in scientific periodicals	
4 Maximum	Articles in other serials /popular science, newspapers/	selective
	Trade literature	selective
	Works in braille	full
	Posters	selective
	Films	

15. Suggestions for Further Development of the Dynamic Model of CNB

Accepting of the dynamic model of CNB forms a basis for relative unification of content of various CNB. It facilitates the exchange of bibliographic information among various

countries within UBC program. The model suggested in this report is just one of possible variants. It should be gradually improved according to the needs of international exchange. First of all, it is necessary to establish all indispensable types of documents, their priorities within successive levels of the model and principles of selection within each category.

All criteria for selection in CNB should be examined from the point of view of their character. Usually suggested formal criteria do not satisfy present demands for information and should be replaced with criteria able to adjust the content of CNB to its present functions.

Normalization of terminology and accepting of univocal definitions of documents in the international scale is especially important. E.g., it is defficult to label all sorts of audiovisual material with standard terms. It would be desirable, from the point of view of bibliographic information exchange, to accept an international code of names of various categories of documents. The model preface to CNB should be also designed in which preliminary information about the coverage of registration and principles of selection would be given. Many authors have noticed this problem and it was included in the recommendations of the Congress on National Bibliographies.

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